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(12 Mar 62)

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PHOTOGRAPHIC CHEMICAL SOLUTIONS LABORATORY
(Fabrication and Installation)

T.D. _____
Assgt _____

Declass Review by NGA.

Requirements:

Monitor the fabrication of the Photographic Chemical Solutions Laboratory including recommendations for the solution of any problems arising in the course of fabrication and installation of the Laboratory. I.O. will retain the final approving authority on all specification changes.

I.O. Personnel Responsible:Coordinator Direct Change:

PHOTOGRAPHIC CHEMICAL SOLUTIONS LABORATORY
(Operations)

T.D. _____
Assgt _____

Requirements:

Cover all requirements for the supplemental equipping and operation of the Photographic Laboratory including:

- a. Preparation of a list specifying equipment needed in the Laboratory, suggested vendors and approximate prices. Included would be such items as film cleaning equipment, film racks, shoe cleaners, clean room clothing, etc.

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- b. Recommendation for the purchase and installation by the general contractor of the chain hoist for the Laboratory.
- c. Preparation of equipment layout and any working drawings necessary to the installation of this equipment.
- d. Preparation of a detailed Procedures Manual specifying quality and technical control procedures for use in the Laboratory.
- e. Preparation of a detailed Procedures Manual specifying operation's procedures and work ^{flows} ~~force~~ for use in the Laboratory.
- f. Preparation of a proposed Table of Organization and appropriate job descriptions for the Laboratory. This involves a study of photographic laboratories in private industry.

I.O. Personnel Responsible:

Coordinator:

Direct Change:

DESIGN, LAYOUT, EQUIPMENT and FURNISHINGS
(Selected Areas)

T.D. _____

Assgt _____

Requirements:

1. EDP Area (DMD)

This area will include both the IBM and Minicard Rooms. Additional work needed will include development of plans for false flooring, equipment and furniture layout, specifications for partitioning, etc.

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2. Map Room (DMD)

Prepare layout drawings and recommendations for any additional equipment or furnishings which may be needed.

3. Library (Reading and Stack Areas)

Prepare layout drawings and recommendations for the types and quantities of furniture and furnishings to be installed. Obtain several bids on the furnishings from such ^{firms} ~~firms~~ as etc.

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4. Building General

Present interior design proposals including the development of an over-all theme, color schemes, accent points, etc.

5. Executive Office Area - 6th Floor

Present a recommended design and layout of this area including color scheme, wall covering if other than paint, furnishings including draperies and carpeting, designs for built-ins, i.e., bookcases, cabinets, map racks, etc.

N.B.--This point will be the subject of a separate memo from the I.O. specifying in detail some of the parameters within which we must work.

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6. Lobby and Cafeteria Area

Present recommendations for color scheme, any special materials to be used, and, in the case of the lobby, any furniture requirements.

7. Lounges

Present layout and furnishings of lounges. This item should be handled in connection with the furnishings of the Library mentioned in 3. above.

SECRET

8 Graphics Area

Development of a typical work station in the graphics area including design and layout, specifications for special partitioning, lighting and design, and procurement of such special furniture and equipment as is necessary.

9 Briefing Rooms

Present layouts and recommendations for special furniture and furnishings including ideas for ^{remote} ~~required~~ and auxiliary controls on the teleprompter installation.

10 Built-Ins

Determine need for, and location of, any built-in items of furniture, i.e., bookcases, map racks, cabinets, etc. *This will be building wide in scope.*

11 490 Site

Present plans for the equipment layout of this site.

12 PI Cubicles

Present design and layout of PI cubicles (home work stations), including specifications of such special furniture as required.

13 Security and Reception Areas

a. Present proposals for a badge handling and issuing equipment system. Information on the types, sizes, and numbers of ^{badges} ~~partitions~~ to be handled, will be furnished by the I.O.

b. Present plan for the use of a portable "red light" system including the types, numbers, and costs of items to be procured.

c. Present plans and specifications for the supplemental security and ^{alarm} ~~control~~ panel system.

SECRET

I.O. Personnel Responsible:

Coordinator: Rgts. 3, 4, 5, 6, 7, 10
Rgts. 1, 2
Rgts. 8
Rgts. 9
Rgts. 11
Rgts. 12
Rgts. 13

Direct Change:

Rgts. 1
Rgts. 2, 3
Rgts. 4, 5, 6, 7, 10
Rgts. 8
Rgts. 9
Rgts. 11
Rgts. 12
Rgts. 13



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SUBSTANTIVE P.I. ASSISTANCE

T.D. _____
Asst _____

Requirements:

1. Provide substantive consultation and advice to P.I. elements as requested.
2. Develop list of special indicators.

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